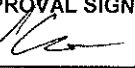

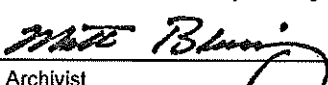
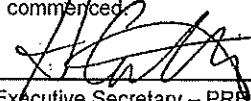


Records Retention / Disposition Authorization

<p>• Instructions for completion are provided on pages 2-3.</p> <p>• In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</p> <p>• Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.</p> <p>• Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</p>					1. Retention/Disposition Authorization # (RDA)	
					Sequential Number	Suffix
					372	
					2. Agency Number	3. Unit Number
437	PL					
4. RDA Status					<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	
5. Agency Name						
Department of Children and Families						
Division Name				Subdivision Name		
Division of Early Care and Education				Bureau of Early Care Regulation		
6. Record Series Title						
Certification Files - Approved and Denied Facilities						
7. Record Series Life Cycle Dates				8. Medium for Records Storage - Check all appropriate categories		
Year Created	Year Discontinued	Year of Final Disposition		<input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)		
2011						
9. Retention Time Period - Specify Actual Period				10. Event that Initiates the Start of the Retention Time Period		
Yrs	Mo	Wks	Days	Permanent	Creation	Fiscal
6				<input type="checkbox"/>	<input type="checkbox"/> (CR)	<input type="checkbox"/> (FIS)
					<input checked="" type="checkbox"/> Closed	
11. Disposition						
<input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify) <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives						
12. Records Series Description						
Purpose: Provide documentation that an individual/facility applied for and was granted or denied certification. If certified, the provider has met or continues to meet minimum standards established by Statute and Administrative Rules(s). Certified facilities include family child care and school-age programs.						
Contents: Include, but are not limited to, initial and renewal applications, certificates, W-9, TB test results, standards and checklists, background information disclosure forms, landlord permission forms, regulatory agency approval forms, compliance material (exit interviews, noncompliance statements and correction plans, compliance statements) exceptions/stipulations, criminal background check results/findings, cps findings, complaint material/documentation, well-water tests, documentation of training, correspondence regarding sanctions, court and legal documents, appeal results, and other related correspondence. Paper certification files are retained until the scanning is verified, and then paper files are destroyed confidential.						
Definition: Closed - any of the following: ceases operation, does not complete the application process, certification is revoked or denied by the certifying agency.						
13. Records Contain Personally Identifiable Information (PII)				14. Name of Agency Program Contact or Records Officer - Select appropriate title.		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Jolene Ibeling <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer		
Telephone 267-2079				Email jolene.ibeling@wisconsin.		
15. Records Series is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code) ch. 938 & s. 48.981(7)						
16. APPROVAL SIGNATURES						
 Agency Official		10/31/12 Date (mm/dd/ccyy)		 Agency Records Officer		10/30/12 Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.						
 State Archivist		NOV 20 2012 Date (mm/dd/ccyy)		 Executive Secretary - PRB		12/3/12 Date (mm/dd/ccyy)

APPROVAL SUBJECT TO This document can be made available in alternate formats to individuals with disabilities upon request.

INSET. RESUBMITTAL REQUIRED

RIOR TO November 2022